



AIS – Application for Appointment of an Authorised Inspection Scheme station

1. Business details

Trading name *(this should reflect the trading name listed on the motor vehicle repairer's licence)*

AIS number *(if allocated)*

Business address *(street address of inspection station must reflect the motor vehicle repairer's licence)*

 Postcode

Postal address *(if different from above)*

 Postcode

Business telephone

Fax number

Mobile number

Email address *(this must be completed)*

Australian Business Number (ABN)

Australian Company Number (ACN) *if incorporated*

2. How the business is operated

Note: Roads and Maritime will not accept family trusts

Sole trader

Company

Partnership

Other

(Government/Council etc)

provide details below

3. Details of the owner(s) of the business

a) Company, partnership or sole trader name

Directors / partners *(list full names of all directors/partners)*

b) Have you ever been cancelled or suspended as an authorised examiner or proprietor or had an application to become an authorised examiner or proprietor refused? *(If you tick 'Yes' provide details in the box provided)*

No

Yes

provide details below

4. Details of the proprietor of this AIS station

Note: The proprietor of an AIS station must be a natural person.

Entity number

Surname

Given names

5. Details of the person who will be the proprietor's Nominee *(if applicable)*

Note: To be eligible to become a proprietors nominee the entity/examiner must have completed the Roads and Maritime Safety Check Proprietor Course.

Entity number

Surname

Given names

Please return this completed form to:

Enrolment Processing

PO Box 122, Glen Innes NSW 2370

T 1300 79 11 86 | F 1300 79 38 65 | E ais@rms.nsw.gov.au

6. Details of the person who will be the alternative nominee (if applicable)

Note: To be eligible to become a alternative nominee the entity/examiner **must** have completed the Roads and Maritime Safety Check Proprietor Course.

Entity number (examiner no.)

Surname

Given names

7. Details of proposed examiner(s) – (All examiners **MUST have completed the Roads and Maritime Safety Check Examiner course).**

First Examiner

Entity number (examiner number)

Surname

Given names

Second Examiner

Entity number (examiner number)

Surname

Given names

Note: If you have any more than two examiners please attach on a separate page at the end of the application.

8. Repairer's Licence (A copy of the current NSW Fair Trading Repairer's Licence **MUST be attached to this application)**

Licence number

Class of licence

9. Nominate the Roads and Maritime registry or Service NSW centre you will go to conduct any transactions relating to AIS.

10. a) What class(es) of vehicles will be inspected?

- All light vehicles
- (Restricted) Motor cycles only
- (Restricted) light trailers and caravans only
- Heavy vehicles

b) What application type are you applying for?

- ASCIS** (Authorised Safety Check Inspection Scheme)
- HVAIS** (Heavy Vehicle Authorised Inspection Scheme)

Note 1: All new Heavy Vehicle Authorised Inspection Scheme stations must have a computer that is capable of reading CDs.

Note 2: All new light vehicle Authorised Inspection Scheme Stations must be AIS Online accredited.

Note 3: If wishing to apply for AUVIS (Authorised Unregistered Vehicle Inspection Scheme) complete an AIS - Application for AUVIS Station Accreditation (Unregistered Vehicles) and all owners of the business **MUST** each also complete AIS - Application for AUVIS Entity/Examiner Accreditation (Unregistered Vehicles).

11. What type of station do you propose to operate?







Fleet only

NB: A list of vehicles registered to the AIS station must be included with this application (min 20 vehicles) to be eligible as a **Fleet Only** AIS

Standard (open to the public)

12. Requirements

The table below must be completed by ticking the appropriate box. If you do not have the correct equipment, your application may be refused.

Item	Equipment description
1)	Brake decelerometer, roller brake tester or skid plate tester to meet the technical specifications contained in the Rules for AIS No <input type="checkbox"/>  Yes <input type="checkbox"/>  provide details below Make: <input type="text"/> Serial no: <input type="text"/> Tick relevant box: Roller or skid plate brake test machine <input type="checkbox"/> Decelerometer <input type="checkbox"/>
2)	Light transmittance meter to meet the technical specifications contained in the Rules for AIS No <input type="checkbox"/>  Yes <input type="checkbox"/>  provide details below Make: <input type="text"/> Serial no: <input type="text"/>
3)	Headlight aim tester to meet the technical specifications contained in the Rules for AIS No <input type="checkbox"/>  Yes <input type="checkbox"/>  provide details below Make: <input type="text"/> Serial no: <input type="text"/> Or Screen as per Appendix 1-A of Rules for AIS

13. Brake test road (Required if an efficiency meter will be used on public roads)

Road(s) where brakes may be tested town or suburb

Town or suburb

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**** Application for Police Approval to conduct brake tests on public road *must be* completed and attached to this application**

14. Premises

What are the dimensions of the vehicle entrance and inspection area of the premises? (Please refer to the 'How to Complete Information' for the recommended minimum requirements)

Entrance (List all dimensions in metres)

Height

Width

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Inspection Area (List all dimensions in metres)

Length

Width

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Do you have a safe working area that will enable you to inspect the class of vehicle that you will be accredited for:

No

Yes **This must be a clear inspection area with a sealed level surface separate from any space that is regularly used for activities such as petrol sales, and/or on any driveways used for entry or exit.**

15. Applicant checklist

With this application I have attached the following document(s):

Completed Application for Police Approval to conduct brake tests (if applicable)

A current copy of (NSW Fair Trading) Motor Vehicle Repairers Licence for the premises

16. Declaration

I accept that submission of this application does not guarantee selection for appointment as an Authorised Inspection Scheme (AIS) station. I understand that I must supply the information requested in this form in accordance with the Business Rules for the AIS and that failure to supply full details, relevant documentation and sign this declaration can result in the application not proceeding. I declare that the information supplied in this application is true and complete. I understand that if any information I have given is found to be false that my appointment may be cancelled or revoked.

I acknowledge that I have read and understood the Business Rules of the AIS and agree to be bound by them.

This declaration MUST be completed by the owner of the Authorised Inspection Scheme station.

Surname

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Given name(s)

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Signature

--

Date

	/		/	
day		month		year

Position / Title

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17. Privacy Statement

We are collecting your personal information for your application for appointment as an Authorised Inspection Scheme station and we may retain and use it in connection with managing your participation in the AIS; for vehicle registration including vehicle standards; safety and traffic management; road transportation; and road safety purposes.

Providing this information is voluntary but we may refuse your application unless you do so.

We may disclose your personal information in order to assess your application or verify the information you provide with NSW Police and NSW Fair Trading, and in respect of inquiries about motor accidents, and to other driver licensing and vehicle registration agencies.

You consent to NSW Police and NSW Fair Trading disclosing your personal information to Roads and Maritime in order to verify any details given in your application. If your application is successful, you further consent to NSW Police and NSW Fair Trading disclosing to Roads and Maritime any detail concerning your character or relating to your fitness to maintain your appointment.

Other than as described in this Statement we will not disclose your personal information without your consent unless authorised by law.

Your personal information will be held by Road and Maritime Services and generally you can contact us at www.rms.nsw.gov.au to access or correct it.

Please return this completed form to:

Enrolment Processing

PO Box 122, Glen Innes NSW 2370

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Information on how to complete the Application for Appointment as an Authorised Inspection Station form

Please answer all questions and provide as much information as possible. Failure to provide all information can result in your application not progressing or being refused. Please complete the form accurately and legibly using block capitals e.g. JOHN CITIZEN not *John Citizen*

1. Business details

AIS number: Insert Authorised Inspection Scheme station number.

Trading name: Insert your full name as indicated on your motor vehicle repairer's licence. If no trading name exists on the motor vehicle repairer's licence, the AIS application will be processed under the licence holder's name.

Business address: Please provide your street and/or unit number, street name, suburb/town and your postcode. The address must be reflected as the licensed place of repair listed on the motor vehicle repairer's licence.

e.g. Unit 2/ 456 Princes Highway ENGADINE NSW 2233

Postal address: If your mailing address is different to your business address, such as a Post Office box, please provide details in the mailing address box. If your postal address is the same as your residential address please put 'As Above' in the postal address box.

e.g. Unit 2/ 456 Princes Highway, ENGADINE NSW 2233

or 'As Above'.

Business telephone: Please provide the most suitable day time contact number for business applying to become an AIS in case information from your application needs to be verified.

Fax number: Please provide the fax number for your business.

Email address: Please provide a valid email address.

e.g. business.name@internetprovider.com.au

It is imperative to provide your email address as this is how your AIS approval will be sent to you.

Australian Business Number (ABN): Insert your full ABN as listed on your certificate from the ATO. Your ABN is 11 digits.

Australian Company Number (ACN): Insert your Australian Company Number (ACN) if the business is incorporated. Your ACN is 9 digits.

2. How is the business operated

Place a tick in the box that represents how your business is operated.

Sole trader: If the business is owned by one person, being you, tick the appropriate box and proceed to **3.a)**

Partnership: If the business is operated by a partnership, tick the appropriate box and proceed to **3.a)**

Company: If the business is operated by a company or corporation, tick the appropriate box and proceed to **3.a)**

Other: If your business is not operated as a sole trader, partnership or company, tick this box and provide details below. Family trusts can not be accepted.

3. Details of the owner(s) of the business?

a) Name: Provide the name of the company, partnership or sole trader. Clearly list all directors/partners of the business as shown on your company documents

b) Have you ever been cancelled or suspended as any authorised examiner or proprietor or had an application to become and authorised examiner or proprietor refused? Place a tick in the appropriate box. If you tick 'Yes' provide details in the box provided. eg cancelled as an examiner 01/01/01 etc.

4, 5 & 6. Details of the person who will be the proprietor, proprietor's nominee (and alternative nominee)

Note: A proprietor must be a natural person.

In the boxes provided, insert the entity/examiner number, surname and given names of the person who will be the proprietor nominee and/or alternative nominee.

An AIS can not be authorised and commence operation until the Proprietor, (or the proprietor, proprietor's nominee if appropriate) has successfully completed the appropriate accredited training course.

7. Details of proposed examiner(s)

In the boxes provided, insert the entity (examiner) number, surname and given names of the person who will be the examiners.

If you have more than 2 examiners, provide the details required on a separate page attached at the end of this application.

8. Repairer's licence

In the boxes provided insert the businesses repairer's licence number and the type of licence that the business hold. A current copy of the repairer's licence **must** accompany the AIS application.

Fleet AIS do not require a repairer's licence.

9. Nominate the Roads and Maritime registry you will go to to conduct any transactions relating to your AIS.

Nominate the Roads and Maritime registry you will conduct any transactions relating to your AIS. eg Penrith registry

10. a) What class(es) of vehicles will be inspected?

Place a tick in the box beside the types of vehicles your business would like to inspect

'**All light vehicles**' is for the inspection of vehicles with a GVM of 4.5 tonne or less. The AIS Station must hold a repairer's licence in the class of Motor Mechanic Fixed Workshop.

'**Motorcycles only**' is restricted to the inspection of motor cycles only. The AIS must hold a repairer's licence in the class of motorcycle mechanic.

'**Light trailers only**' is restricted to the inspection of light trailers and caravans only.

'**Heavy vehicles**' is for the inspection of all heavy vehicles. This accreditation does not cover light vehicles. The AIS must hold a repairer's licence in the class of motor mechanic fixed workshop.

b) What application type are you applying for?

'**ASCIS**' - Authorised Safety Check Inspection Scheme for inspection of all light vehicles.

'**AUVIS**' - Authorised Unregistered Vehicle Inspection Scheme for inspection of all unregistered vehicles.

'**HVAIS**' - Heavy Vehicle Authorised Inspection Scheme for the inspection of all heavy vehicles.

11. What type of station do you propose to operate?

Place a tick in the box beside the types of station you propose to operate.

'**Fleet only**' is for restricted to the inspection of vehicles owned by the AIS station only and is not authorised to be open to the public.

'**Standard - open to the public**' is authorised to provide inspection reports to the public for the classes of vehicle the station has been authorised to inspect.

12. Requirements

Important Notes:

(1) All new Heavy Vehicle Authorised Inspection Scheme stations must have a computer that complies with Note 1 outlined under Section 10.

(2) All AIS stations must be AIS online accredited.

The table must be completed by placing a tick in the appropriate box. If you do not have the correct equipment, your application may be refused.

Ensure you place a tick against the relevant brake test option box in Item 1. Items 1, 2 and 3 must have specifications details completed.

13. Brake test road

Complete this section if an efficiency meter will be used on public roads.

In the boxes provided outline what road(s) will be used to conduct brake test and in what town or suburb the road is.

Note: Application for Police Approval to conduct brake tests on public road must be completed and attached to this application.

14. Premises

In the boxes provided, give measurements of the height and width of the vehicle entrance and inspection area of the premises. The minimum width of the inspection area for all vehicles is 3.5 metres.

A response must be completed by placing a tick in the appropriate box. If you do not have an appropriate safe working area, your application may be refused.

15. Applicant checklist

Please ensure that all information required with this application is attached at the end and the relevant boxes are ticked.

16. Declaration

Ensure you read and understand the declaration fully prior to signing.

The proprietor (owner) **must** sign the box provided and insert the date on which the form was signed.